



European Committee  
of the Regions

## Record of processing activity – Working document

### Onboarding Training Module (OBSOLETE)

#### PART 1 - Record

#### 1. General Information

Reference number	RE3-12
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	CoRTrainingOffice@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	N/A
Data processing agreement	Available internally

#### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	To give staff member (especially newcomers), who have explicitly requested the training, a comprehensive overview of the main rights and obligations established by the Staff Regulations, as well as the CoR functioning and activities.
Categories of persons whose personal data are processed	Internal to the organisation: <ul style="list-style-type: none"><li>• Staff members of the European Committee of the Regions:<ul style="list-style-type: none"><li>- Officials;</li><li>- Temporary agents;</li><li>- Contractual agents.</li></ul></li></ul>
Categories of personal data processed	<ul style="list-style-type: none"><li>• Contact data:<ul style="list-style-type: none"><li>- Email address.</li></ul></li><li>• Identification data:<ul style="list-style-type: none"><li>- Surname, forename.</li></ul></li><li>• Learning data:<ul style="list-style-type: none"><li>- progress, answers, certificates, personal score when staff members have completed a learning project, completed a questionnaire or achieved a certificate after successfully completing a test.</li></ul></li><li>• Personal data falling into one of the special categories referred to in Article 10(1) of Regulation (EU) 2018/1725 are not processed.</li></ul>

Recipients of the personal data	- CoR training officers have access to users' personal data, since this is needed to keep track of progress in relation to the digital training materials.
Transfers of personal data to a third country or an international organization	No.
Retention period of the personal data	<p>Personal data will only be kept for the time necessary to fulfil the purposes for which they are processed.</p> <p>The controller will delete any personal data in paper form right after the meeting between the staff member concerned and their career guidance officer has occurred. The controller does not store the personal data on its servers.</p>
General description of security measures, where possible	<ul style="list-style-type: none"> <li>• The need-to-know principle applies to access to the personal data available on the processor's software: access require the responsible career guidance officer to use their personal login credentials (ID and password).</li> <li>• Data backups are regularly archived. The maximum retention period for data in the backup databases is 12 months after it has been deleted from the production database.</li> </ul>
Data protection notice	Published internally